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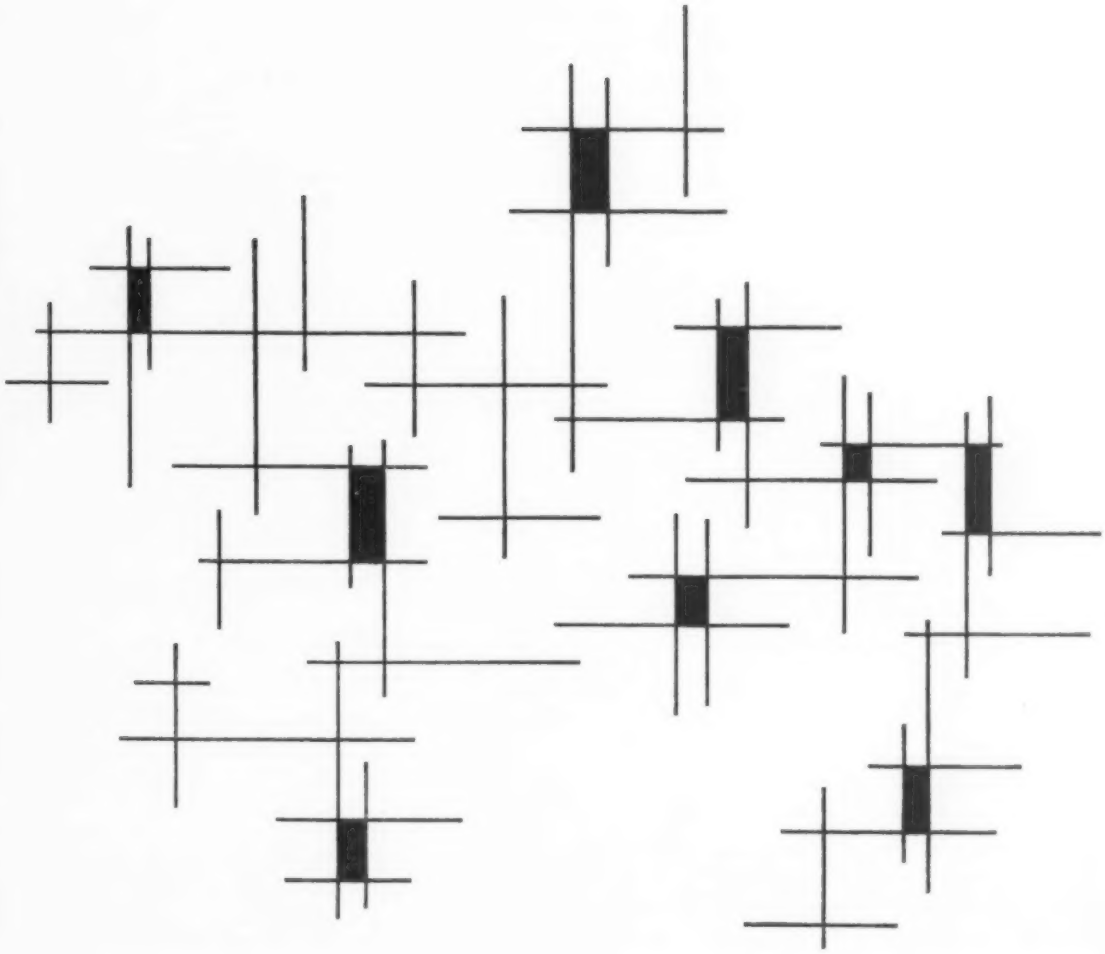
Personnel Literature



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ASSESSMENT CENTERS

3-1 S/I

Byham, William C.

Fitting an assessment center to your needs; selection of dimensions. Training management motivation & incentives, p. 8-9+, Winter 1978.

Descriptors: *Assessment centers / *Assessment centers--Glossaries, vocabularies, etc.

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3-2

Storey, Walter D.

Which way: manager-directed or person-centered career pathing? Training and development journal, 32:10-14, January 1978.

Descriptors: *Career planning--methods / Career patterns.

CAREER STAFFING

3-3

Rosson, Jay.

Credentials: a game teacher applicants play. Journal of college placement, 38:28-30, Winter 1978.

Descriptors: *Employment references / *Freedom of information / Surveys / *School administrators--Attitudes / *Teachers--Selection.

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Schneider, Kenneth C.

What makes the marketing grad employable? Journal of college placement, 38:31, Winter 1978.

Descriptors: *Qualifications / Marketing / *Executives--Attitudes / Surveys.

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U.S. Civil Service Commission.

Planning your staffing needs: a handbook for personnel workers. Prepared by Harry L. Clark and Dona R. Thurston, Policy Analysis and Development Division, Bureau of Policies and Standards. Washington, U.S. Govt. Print. Off., 1977. 360p.

Descriptors: *Career staffing--Handbooks, manuals, etc. / *Personnel inforamation systems / *Labor turnover rates.

CHANGE, ORGANIZATIONAL

3-6

Huseman, Richard C. and others.

Managing change through communication. Personnel journal, 57:20-25, January 1978.

Descriptors: *Change, Organizational / *Communication in personnel management / Simulation methods / *Change, Organizational--Case studies / *Change, Orgnizational--Administration.

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Peters, E. Bruce.

Job security, technical innovation & productivity. Personnel journal, 57:32-35, January 1978.

Descriptors: *Job security--Psychological aspects / *Technological change / *Change, Resistance to / Productivity / Working conditions--History.

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Sprecher, Larry.

Oregon limits prefence. Public administration times, 1:7, February 1, 1978.

Descriptors: *Veterans--Preference--Law and legislation / Women--Employment / State employees.

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Vocational theme: government service. Going-to-college handbook, 32:18-20, 1977.
Includes statements of prominent government officials, including Alan K. Campbell, Chairman, U.S. Civil Service Commission.
Descriptors: *Government service as a career / *Civil service / Federal government / State government / Municipal government.

CIVIL SERIVCE, FEDERAL

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Campbell, Alan K.
Running out of esteem? Civil service journal, 18:4-10, January-March 1978.
Author is Chairman, U.S. Civil Service Commission.
Descriptors: *Civil service--Public opinion / *Federal employees--Public opinion / State employees / Local officials and employees / Morale / Motivation / Productivity measurement / Self-esteem / Management accountability / *Government service as a career--Public opinion / *U.S. Civil Service Commission / Reorganization plans.

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U.S. Civil Service Commission.
Handbook for veterans' counselors; a compendium of laws and Executive orders governing dual compensation and veterans preference in appointment, retention, job protection and reemployment in the Federal government. Prepared by Bureau of Recruiting and Examining, Staffing Resources Division, Office of Veterans Employment Programs, Rev. ed. Washington, 1977. 24p. (BRE-35
Descriptors: *Veterans--Preference--Law and legislation / *Veterans--Employment--Law and legislation / Federal government.

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Occupations of Federal blue-collar workers, October 31, 1976. Prepared by Bureau of Personnel Management Information Systems, Workforce Analysis and Statistics Division. Washington, U.S. Govt. Print. Off., 1978. 87p. (SM 59-10)
Descriptors: *Wage system employees--Statistics / *Wage system employees--Pay / *Occupations--Statistics / Federal government.

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U.S. General Accounting Office.
Conflicting congressional policies: veterans' preference and apportionment vs. equal employment opportunity. Washington, 1977. 67p. (B-167015)
Descriptors: *Veterans--Preference / *Women--Employment / *Equal opportunity in employment / Apportionment / Retirees, Military--Employment / Federal government.

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Working for the Federal government. Occupational outlook quarterly, 21:1-64, Winter 1977.
Contents: Working for US, by Neale Baxter; PACE your way to a government job, by Christine Egan; Standard form 171; The college student's guide to Federal jobs, by Mary Ellen Ayres; Index to student's guide; A look at Federal employment opportunities for college graduates, 1977-78, by Kym Davis; Counseling aids.
Descriptors: Federal government / *Professional and Administrative Career Examination / *Forms (Personnel) / *Government service as a career / *Colege graduates--Career opportunities.

CIVIL SERVICE, FOREIGN

3-15

Roy, Delwin A.

Management education and training in the Arab world: a review of issues and problems. International review of administrative sciences, 43:221-228, no. 3 1977.

Descriptors: *Executives--Workforce planning / *Arab countries--Civil service / *Executives--Training / *Management development.

3-16 M-Film

Tawati, Ahmed M.

The civil service of Saudi Arabia: problems and prospects. An Arbor, Mich., University Microfilms, 1977. 318p.

Doctoral dissertation, West Virginia University, 1976. Abstracted in Dissertation Abstracts International, vol. 38, no. 2, August 1977, p. 1018-A.

Descriptors: *Saudi Arabia--Civil service.

COLLEGE GRADUATES

3-17

Gale, Deborah.

Minority report. MBA, 12:32-33, February 1978.

Descriptors: *Master of business administration degree / *Minority groups--Education / Master of business administration degree-Costs.

3-18

The hunt heats up for this year's MBAs. Business week, p. 29-30, February 13, 1978.

Descriptors: *Master of business administration degree recipients--Pay / *Master of business administration degree recipients--Recruitment.

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Shingleton, John D.

The three R's of placement. Journal of college placement, 38:32-38, Winter 1978.

Descriptors: *College graduates--Employment / Education, Higher--Evaluation / College graduates--Pay / Pay rates / *Employment services.

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Level, Dale A., Jr. and Lynn Johnson.

Accuracy of information flows within the superior/subordinate relationship. Journal of business communication, 15:13-22, Winter 1978.

Descriptors: *Communication in personnel management--Research / Chain of command / *Supervisors--Characteristics--Research / *Communication in personnel management--Evaluation / Leadership style / Personality.

COMPENSATION

3-21

Alpander, Guvenc G. and Jordan I. Kobritz.

Prepaid legal services: an emerging fringe benefit. industrial and labor relations review, 31:172-182, January 1978.

Descriptors: *Prepaid legal services / Fringe benefits--Surveys.

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Applying the Equal Pay Act to state and local governments: the effect of National League of Cities v. Usery. University of Pennsylvania law review, 125:665-681, January 1977.

Descriptors: *National League of Cities v. Usery / State government / Local government / *Pay rates--Law and legislation / *Law--Interpretation and construction / Overtime pay.

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Berry, John.
You can't eat prestige. Library journal, 103:301, February 1, 1978.
Descriptors: *Librarians--Employment--Statistics / *Librarians--Pay--Statistics / Women.

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Blau, Francine D.
Equal pay in the office. Lexington, Mass., Lexington Books, 1977. 158p.
Descriptors: *Pay rates--Research / *Women--Discrimination / *Women--Pay--Research / Women--Employment / Office workers--Pay--Research.

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Bloch, Farrell E. and Mark S. Kuskin.
Wage determination in the union and nonunion sectors. Industrial and labor relations review, 31:183-192, January 198.
Descriptors: *Union members--Pay / *Pay--Comparative studies / *Pay rates--Research.

3-26 Ie56 .C12p
California. University. Institute of Industrial Relations.
The prevailing wage concept in public sector collective bargaining; a policy & practice publication, by Geraldine Leshin. Los Angeles, 1977. 161p. (IPA grant)
Descriptors: *Prevailing rate / *Job comparability / Federal government / *Scope of bargaining.

3-27 Ie536 .C16e
Canada. Public Service Staff Relations Board.
Employee benefits and conditions of employment in Canada; highlight of studies on prevalence, characteristics and costs from 1967 to 1976. Ottawa? 1977. 111p.
Descriptors: *Pay surveys / *Fringe benefits--Surveys / *Canada / Overtime pay / Fringe benefits--Costs / Insurance, Life / Insurance, Health / Pensions / Leave / Hours of work.

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College Placement Council.
CPC salary survey; a study of 1977-78 beginning offers. Bethlehem, Pa., 1978. 5p.
Descriptors: *College graduates--Pay / Surveys / Master of business administration degree.

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Connecticut Public Expenditure Council, Inc.
Police personnel in Connecticut; salaries, hours, vacations, pensions & other benefits, 1975-76. Hartford, 1976. 23p.
Descriptors: *Police--Pay--Statistics / Connecticut / *Police--Fringe benefits--Statistics / Municipal employees / Overtime pay.

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Ferber, Marianne A. and Betty Kordick.
Sex differentials in the earnings of Ph.D.s. Industrial and labor relations review, 31:227-238, January 1978.
Descriptors: *Pay rates--Research / *Women college graduates--Pay / *Doctor of philosophy degree / *Women--Discrimination.

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Foegen, J. H.
Employee benefits: imagination unlimited. Labor law journal, 29:37-39, January 1978.
Descriptors: Fringe benefits--Cost / *Fringe benefits--Case studies.

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Gunderson, Morley.
The influence of the status and sex composition of occupations on the male-female earnings gap. Industrial and labor relations review, 31:217-226, January 1978.
Descriptors: *Pay rates--Research / *Women--Pay--Research / Occupations / *Pay rates--Theory / Productivity.

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Infosystems (Periodical).
EDP salaries 1977. Wheaton, Ill., Hitchcock, 1977. p. 52-55+, (June 1977, vol. 24, no. 6)
Descriptors: *Electronic data processing personnel--Pay / Electronic data processing departments--Costs.

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Public employment and payrolls; and state-local retirement systems. In Significant features of fiscal federalism, 1976-77; expenditures. Prepared by U.S. Advisory Commission on Intergovernmental Relations. Washington, U.S. Govt. Print. Off., 1977. p. 53-64.
Descriptors: Pension funds / *Payrolls / *State employees--Statistics / *Local officials and employees--Statistics / Federal employees--Statistics.

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Shapiro, David.
Relative wage effects of unions in the public and private sectors. Industrial and labor relations review, 31:193-204, January 1978.
Descriptors: *Government employees--Pay / *Unions--Social aspects / *Pay rates--Research / Blue collar workers--Pay / White collar workers--Pay / Afro-Americans--Pay.

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U.S. Bureau of Labor Statistics.
National survey of professional, administrative, technical, and clerical pay, March 1977. Washington, U.S. Govt. Print. Off., 1977. 65p.
Descriptors: *Professional employees--Pay--Tables / *Executives--Pay--Tables / *Office workers--Pay--Tables / *Technicians--Pay--Tables.

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U.S. Bureau of Labor Statistics.
Year-round full time earnings in 1975. Washington, U.S. Govt. Print. Off., 1977. 10p. (Special labor force report no. 203)
Reprinted, with explanatory note, from the June 1977 Monthly Labor Review.
Descriptors: *Pay--Statistics / *Women--Pay--Statistics / *Minority groups--Pay--Statistics.

3-38 JK1308 .Un38r 1977
U.S. Congress. House. Committee on House Administration.
Report of the Clerk of the House from July 1, 1977, to September 30, 1977. Washington, U.S. Govt. Print. Off., 1977. 1418p. (H. Doc. 95-265)
Descriptors: *U.S. Congress--Appropriations and expenditures / *Congressional staff--Pay / *Congressional committee staff--Pay.

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U.S. Congress. Senate.

Report of the Secretary of the Senate. Washington, U.S. Govt. Print. Off., 1977. 1069p. (S. Doc. no. 95-74)

Descriptors: *U.S. Senate--Appropriations and expenditures / *Congressional staff--Pay / *Congressional committee staff--Pay.

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Federal benefits for veterans and dependents. Washington, U.S. Govt. Print. Off., 1977. 67p.

Descriptors: *Veterans--Benefits--handbooks, manuals, etc. / Veterans, Disabled / *Veterans--Employment / Unemployment compensation / Rehabilitation, Vocational / Medical care / Pensions / Insurance / Federal government.

DISADVANTAGED

3-41

Just what the doctor ordered. Worklife, 3:2-7, February 1978.

Descriptors: *Disadvantaged--Training / Unemployed--Training / *Nurses--Training / *Medical technologists--Training / Afro-Americans / *Work-study programs / Laboratory technicians--Training / District of Columbia / *Disadvantaged--Employment.

DISCIPLINE

3-42

Fair, Ernest W.

Discipline: wise or otherwise. Supervision, 40:19-20, February 1978.

Descriptors: Human relations / *Discipline / *Supervisors--Responsibilities.

3-43

Martin, Richard G.

Five principles of corrective disciplinary action. Supervisory management, 23:24-28, January 1978.

Descriptors: *Discipline / *Supervisors--Responsibilities.

3-44

Oberle, Rodney L.

Administering disciplinary actions. Personnel journal, 57:29-31, January 1978.

Descriptors: *Discipline--Administration.

3-45

Seidman, Joel.

Descipline of union officers by public management. Arbitration journal, 32:256-269, December 1977.

Descriptors: *Union--Officers / Freedom of speech / *Civil rights / State employees / Local officials and employees / *Employee conduct / *Discipline.

ELECTRONIC DATA PROCESSING PERSONNEL

3-46 QA76 .In8e

[International Symposium on Economics of Informatics], Mainz, Sept. 16-20, 1974. Economics of informatics; proceedings of the IBI-ICC International Symposium. Edited by A. B. Frielink. New York, American Elsevier Pub. Co., 1975. 469p.

Sponsored by Intergovernmental Bureau of Informatics, IBI-ICC.

Partial contents: National policies for the supply of computer staff: some economic considerations, by Francisco Bosch-Font; The effectiveness of computer systems in creating satisfying jobs for users; a method of assessment, by Mary Weir.

Descriptors: *Electronic data processing personnel--Workforce planning / *Job satisfaction / *Electronic data processing.

EMPLOYEE CONDUCT

3-47

Gottheimer, Debra.

Those hidden 'opportunities' for computer crime. Administrative management, 39:65-66+, January 1978.

Descriptors: *Computer crimes.

3-48

Rogers, Madeline.

Is the office affair worth it? MBA, 12:65-66, February 1978.

Descriptors: *Women--Attitudes toward / *Sex roles / Role conflict / *Employee conduct / *Sex / Sex discrimination.

EMPLOYEE HEALTH AND MEDICAL CARE

3-49

Peters, Ruanne K. and Herbert Benson.

Time out from tension. Harvard business review, 56:120-124, January-February 1978.

Descriptors: Work--Physiological aspects / *Health, Employee-Research / *Stress, Psychological--Physiological effect / *Relaxation techniques.

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U.S. Civil Service Commission.

Directory of Federal occupational health facilities. Prepared by Bureau of Retirement, Insurance and Occupational Health. Washington, U.S. Govt. Print. Off., 1977. 28p. (BRI 40-33)

Descriptors: *Medical care--Directories / *Health benefit programs--Directories / *Health, Employee--Directories / Federal government.

EQUAL OPPORTUNITY IN EMPLOYMENT

3-51 Ie152 .Eq2p

Equal Employment Advisory Council.

Preferential treatment in employment--affirmative action or reverse discrimination? Edited by Kenneth C. McGuiness. Washington, 1977. 143p.

Descriptors: *Equal opportunity in employment--Cases / *Affirmative action--Cases / *Contracts, Government / Federal government / Affirmative action plans / Sex discrimination / Minority groups--Discrimination.

3-52 S/I

Fair employment practices symposium. Loyola University law journal (Chicago), 8:681-959, Summer 1977.

Partial contents: Compensating for race or national origin employment testing, by Michael A. Reiter; Beyond the Equal Pay Act: expanding wage differential protections under title VII, by Cynthia E. Gitt and Marjorie Gelb; Potluck protection for handicapped discriminatees: the need to amend title VII to prohibit discrimination on the basis of disability, by Stephen D. Erf; Age discrimination in employment: the scope of statutory exceptions to the Age Discrimination in Employment Act of 1967, by Thomas S. Malciauskas; The continuing validity of seniority systems under title VII: sharing the burden of discrimination, by Carol L. McCully; Federal contract compliance: use of special contract provisions to encourage minority employment, By L. Steven Platt.

Descriptors: *Test validity--Cases / *Pay rates--Cases / *Handicapped--Discrimination--Cases / *Age discrimination--Cases / *Seniority--Cases / *Contracts, Government--Cases / Federal government / Handicapped--Discrimination--Law and legislation.

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Jamison, Zean.

Be careful to obey new personnel laws. Office, 87:134, January 1978.

Descriptors: *Equal opportunity in employment / Civil rights / *Career staffing.

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Leahy, William H. and John J. Hoover.

Seniority in the public sector. Midwest monitor (Midwest Center for Public Sector Labor Relations), p. 1-8, January-February 1978.

Descriptors: *Seniority / *Affirmative action--Cases / *Civil rights--Law and legislation.

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Mounts, Gregory J.

Labor and the Supreme Court: significant decisions of 1976-77. Monthly labor review, 101:12-17, January 1978.

Descriptors: Equal opportunity in employment / *Discrimination--Cases / Municipal employees / State employees / *Fringe benefits / *Veterans--Employment / *U.S. Supreme Court.

3-56

Pati, Gopal C. and Charles W. Reilly.

Reversing discrimination: a perspective. Labor law journal, 29:9-25, January 1978.

Descriptors: *Equal opportunity in employment--Evaluation / Griggs v. Duke Power Company / *Affirmative action--Administration / Promotion / Performance evaluation / Supervisors--Attitudes.

3-57 S/I

Perry, Michael J.

The disproportionate impact theory of racial discrimination. University of Pennsylvania law review, 125:540-589, January 1977.

Descriptors: *Afro-Americans--Discrimination--Cases / *Equal opportunity in employment / Test bias / *Davis v. Washington.

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Poston, Ersa H.
Working for Aunt Sam. Civil service journal, 18:14-17, January-March 1978.
Author is Commissioner, U.S. Civil Service Commission.
Descriptors: *Women--Employment / Federal employees / *Affirmative action / U.S. Civil Service Commissioners--Attitudes / Working climate / Upward mobility / *Affirmative action plans.

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Richards, Thomas B.
Knowledge about the workplace: a helpful factor in analysis of health facility labor-management problems. Labor law journal, 29:40-48, January 1978.
Descriptors: *Male nurses / *Sex discrimination--Decisions / Equal opportunity in employment / *Grievance arbitration--Case studies / *Sex discrimination--Case studies.

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Smith, Ralph R.
Bakke: a third-rate case shouldn't make hard law. MBA, 12:39-40+, February 1978.
Discusses merits of Regents of The University of California v. Allan Bakke.
Descriptors: *Discrimination in education--Cases / Affirmative action / Minority groups--Education--Statistics.

3-61
Stevens, George.
A mission: getting minorities into the corporate pipeline. Journal of college placement, 38:70-73, Winter 1978.
Descriptors: *Afro-American executives--Education / *Master of business administration degree / Afro-American executives--Employment / *Equal opportunity in employment.

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U.S. Civil Service Commission.
Equal opportunity in employment. Prepared by The Library. Washington, U.S. Govt. Print Off., 1977. 50p. (Personnel bibliography series no. 88)
Descriptors: Federal government / State government / Local government / *Women--Employment--Bibliography / *Equal opportunity in employment--Bibliography / Affirmative action / *Minority groups--Employment--Bibliography / *Disadvantaged--Employment--Bibliography / *Handicapped--Employment--Bibliography / *Older worker--Employment--Bibliography / *Youth--Employment--Bibliography.

3-63 S/C
Wasserstrom, Richard A.
Racism, sexism, and preferential treatment: an approach to the topics. UCLA law review, 24:581-622, February 1977.
Descriptors: *Affirmative action--Evaluation / *Sex discrimination / *Afro-Americans--Discrimination / *Discrimination in education--Cases / Sex roles.

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3-64
National Conference of State Legislatures.
State legislative ethics. Prepared by Committee on Ethics and Elections. Washington, 1977? 24p.
Descriptors: *Political ethics--Law and legislation / *Conflict of interest--Law and legislation / *Financial disclosure--Law and legislation / State government / Lobbying--Law and legislation / Freedom of information--Law and legislation.

ETHICS (Cont'd)

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Quinn, Tony.

The conflict-of-interest rules that cover 100,000 Californians. California journal, 8:315-317, September 1977.

Descriptors: *Financial disclosure--Law and legislation / State employees / *California--Civil service / *Conflict of interest--Law and legislation.

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Reich, David.

Ethics. Civil service journal, 18:24-26, January-March 1978.

Descriptors: *Civil service ethics--Law and legislation / Civil service ethics--Executive orders / Civil service ethics--Cases.

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Uris, Auren. Ie478 .Ur3b

The blue book of broadminded business behavior. New York, T. Y. Crowell, 1977. 472p.

Partial contents: Chap. 10, Money and ethics: hazards on the workfront.

Descriptors: *Business ethics / *Business etiquette / *Human relations.

EXECUTIVES

3-68 S/C

Huerta, Loretta K.

Executive contracts: the haves and have nots. Association & society manager, 9:69+, October-November 1977.

Descriptors: *Executives / *Labor contract / *Job security.

3-69

Kanter, Rosabeth M.

Corporate wives. MBA, 12:21-24+, February 1978.

Descriptors: Executives families / *Wives--Responsibilities / Role conflict / Success in employment--Psychological aspects / *Executive advancement / *Stress, Psychological.

3-70

Pascarella, Perry and Daniel D. Cook.

2000; future focus management; can you win? Industry week, 196:75-77+, January 23, 1978.

Descriptors: Industry and state / Information management / *Executives / *Futures (of society) / Personnel administration / Work values / *Work life / Employment opportunities / Labor-management relations / Industrial democracy / Hours of work / Participative management.

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Raulie, Don. S/I

How certification promotes professionalism. Association management, 29:26+, August 1977.

Descriptors: *Certification--Methods / *Executives--Certification.

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U.S. Civil Service Commission.

Executive personnel. Prepared by The Library. Washington, U.S. Govt. Print. Off., 1977. 52p. (Personnel bibliography series no. 87)

Continues Executive manpower management.

Descriptors: *Executives--Bibliography / *Executive compensation--Bibliography / *Leadership--Bibliography / Federal government.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

3-73
Dornstein, Miriam.
Organizational conflict and role stress among chief executives in state business enterprises. Journal of occupational psychology, 50:253-263, no. 4 1977.
Descriptors: *Role conflict--Psychological aspects / *Role conflict--Research / *Executives--Characteristics / *Stress, Psychological / *Directors of corporations / Israel.

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Quick, Thomas L.
Person to person managing; an executive's guide to working effectively with people. New York, St. Martin's Press, 1977. 210 p.
Cover title: An executive's guide to working effectively with people; person to person managing.
Descriptors: *Executives--Abilities / *Human relations / Leadership / Communication in management / Meetings.

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Smith, Harold T.
20 critical competencies for managers. Management world, 7:30-32, January 1978.
Descriptors: *Executives--Abilities--Evaluation.

EXECUTIVES--COMPENSATION

3-76
Carey, James F.
Successors to the qualified stock option. Harvard business review, 56:140-146, January-February 1978.
Descriptors: *Executives--Fringe benefits / *Stock options / *Bonus system.

3-77
Cohen, Richard E.
Congressional allowances are really perking up. National journal, 10:180-183, February 4, 1978.
Descriptors: *Executive compensation / *Members of Congress / Federal government.

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Compensation and benefits for association executive personnel. Rev. ed. Washington, American Society of Association Executives, 1977. 48p.
Descriptors: *Executive compensation / *Pay surveys / *Fringe benefits--Surveys / Compensation administration / Executive perquisites / Leave.

EXECUTIVES--RESPONSIBILITIES

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Mealiea, Laird W.
Employee resistance to change: a learned response management can prevent. Supervisory management, 23:16-22, January 1978.
Descriptors: *Change, Resistance to / *Executives--Responsibilities.

3-80
Van Dam, André.
The future of management. Management world, 7:3-6, January 1978.
Descriptors: *Executives--Responsibilities / *Futures (of society) / *Industry--Social aspects / Executives--Attitudes / Industry and state.

EXECUTIVES--TRAINING

3-81

Murray, Francis T.

Train presidents too? Training and development journal, 32:38-39, January 1978.

Descriptors: *Directors of corporations--Training / Executives--Training.

3-82

Woodward, Rebecca.

Want to swap jobs? Civil service journal, 18:34-35, January-March 1978.

Descriptors: *Presidential Executive Interchange Program / Management development--Methods.

FREEDOM OF INFORMATION

3-83 JK271.7 .Un38c

U.S. Congress. House. Committee on Government Operations.

A citizen's guide on how to use the Freedom of Information Act and the Privacy Act in requesting government documents. Washington, U.S. Govt. Print. Off., 1977. 59p. (H. rept. 793, 95th Cong.)

Descriptors: *Freedom of information--Law and legislation / *Invasion of privacy--Law and legislation / *Government information.

GROUP RELATIONS

3-84

Stephenson, Geoffrey M., Bromley H. Kniveton and Ian E. Morley.

Interaction analysis of an industrial wage negotiation. Journal of occupational psychology, 50:231-241, no. 4 1977.

Descriptors: *Negotiators / *Negotiation--Research / *Group dynamics--Research / Decision-making.

3-85

Zander, Albin F. Ie610 .Z1g

Groups at work. San Francisco, Jossey-Bass, 1977. 144p.

Descriptors: *Group relations / *Group dynamics / *Executives--Abilities.

HANDICAPPED

3-86 Ie361.5 .Un35ep 1977

U.S. Civil Service Commission.

Employment of physically handicapped persons in the Federal service. Prepared by Bureau of Recruiting and Examining. Washington, 1977. Leaflet. (BRE 8)

Descriptors: *Physically handicapped--Employment / Federal government.

HOURS OF WORK

3-87

Brown, Scott C.

Moonlighting increased sharply in 1977, particularly among women. Monthly labor review, 101:27-30, January 1978.

Descriptors: *Moonlighting--Statistics / Women--Employment / Demographic characteristics.

3-88

Detroit inches closer to a four-day week. Business week, p. 85-86, February 13, 1978.

Descriptors: *Leave / *Four-day workweek / Labor contracts / Overtime / job security.

HOURS OF WORK (Cont'd)

3-89

Munson, Judy.

Monsanto tries 12-hour day. Supervision, 40:1-2, February 1978.

Descriptors: *Shorter workweek--Case studies / *Shorter workweek--Evaluation / Overtime pay.

3-90

President urges part-time opportunities. First line, 2:1+, December-January 1978.

Descriptors: *Part-time work--Rules and practice / Federal government.

3-91

Wellemeyer, Marilyn.

Moonlighting in academia. Fortune, 97:51+, February 13, 1978.

Descriptors: *Moonlighting / *Executives / *College professors.

HUMAN RELATIONS

3-92

Thomas, Kenneth W.

Toward an "intent" model of conflict management among principal parties. Human relations, 30:1089-1102, December 1977.

Descriptors: *Conflict resolution / Simulation methods / Literature reviews / Conflict resolution--Theory.

INCENTIVE AWARDS AND PROGRAMS

3-93

Barad, Cary B. and Irene Gold.

Honor or stigma? Civil service journal, 18:30-31, January-March 1978.

Descriptors: *Incentive awards--Evaluation / *Federal employees--Attitudes / *Handicapped--Attitudes / Surveys / U.S. Social Security Administration.

3-94

Brengel, Richard.

Dollars and incentives. Civil service journal, 18:18-20, January-March 1978.

Descriptors: *Incentive awards / *Executives--Responsibilities / Motivation / Working climate / Federal government.

INSURANCE, HEALTH

3-95

Miller, Alan B.

How companies can trim employee health benefits claims. Harvard business review, 56:6-8, January-February 1978.

Descriptors: *Insurance, Health--Administration.

3-96 Ie569 .M83h

Morrow, Carol K.

Health care guidance; commercial health insurance and national health policy. New York, Praeger, 1976. 140p.

Descriptors: *Insurance, Health--Research / *Medical care--Research / *Medical care--Evaluation.

INTERGOVERNMENTAL PERSONNEL PROGRAMS

3-97 Ie11.5 .Un35ip

U.S. Civil Service Commission.
The Intergovernmental Personnel Act: improving public service delivery. Prepared by Bureau of Intergovernmental Personnel Programs. Washington, 1978. [20] p. (BIPP 150-80)
Descriptors: *Intergovernmental personnel programs / *Interchange, Personnel / *Grants-in-aid.

3-98 Id214 .Un35pr

U.S. Civil Service Commission.
The productivity of people: grant projects in human resource management; Intergovernmental Personnel Act. Prepared by Bureau of Intergovernmental Personnel Programs. Washington, 1977. 20p. (BIPP 152-85)
Descriptors: *Intergovernmental personnel programs / *Productivity improvement / Grants-in-aid / *Absenteeism control--Case studies.

INTERNSHIP

3-99

Glommen, Daniel S. and Francis B. Atkinson.
The business intern--new source of employees. Management world, 7:25-26, January 1978.
Descriptors: *Internship--Evaluation / Internship--Administration.

3-100 Ie422.5 .Un35p

U.S. Civil Service Commission.
The Presidential Management Intern program. Prepared by Bureau of Intergovernmental Personnel Programs. Washington, 1977. [8] p.
Descriptors: *Presidential Management Intern Program.

INTERVIEWING

3-101

Breidenbach, Monica E.
Innovative interviews. Women's work, 4:16-19+, January-February 1978.
Descriptors: *Interviewing / *Job search / Women--Career planning.

3-102

Keenan, A.
Some relationships between interviewer's personal feelings about candidates and their general evaluation of them. Journal of occupational psychology, 50:275-283, no. 4 1977.
Descriptors: *Interviewing / Intelligence levels--Evaluation / *Interviewers / Personality / *Halo effect--Research / College graduates--Recruitment.

INVASION OF PRIVACY

3-103

Business buys the lie detector. Business week, p. 100-101+, February 6, 1978.
Descriptors: *Lie detectors and detection / *Invasion of privacy / *Employee theft / *Personnel policies.

3-104

Sternal, Guy J.
Informational privacy and public records. Industrial relations law digest, 20:65-80, Fall 1977.
Descriptors: Freedom of information / *Invasion of privacy--Law and legislation / Invasion of privacy--Cases.

JOB DESIGN

3-105

Musmann, Klaus.

Socio-technical theory and job design in libraries. College & research libraries, 39:20-28, January 1978.

Descriptors: *Job design / *Librarians / *Library technicians / Task analysis / *Library administration / Motivation.

JOB ENRICHMENT AND ENLARGEMENT

3-106

Alber, Antone F.

Job enrichment programs seen improving employee performance, but benefits not without cost. World of work report, 3:8-9+, January 1978.

Descriptors: *Job enrichment--Evaluation.

JOB SATISFACTION

3-107

Armenakis, Achilles A. and others.

Human resource considerations in textile work redesign. Human relations, 30: 1147-1156, December 1977.

Descriptors: *Job design / *Labor turnover control / Hierarchy of needs / Work values / *Job satisfaction research.

3-108 S/I

Employee attitude survey shows widespread dissatisfaction in IRS Austin district. Bulletin (National Treasury Employees Union), 37:4-5, January 10, 1978.

Descriptors: *Personnel administration / *U.S. Internal Revenue Service / *Employee attitudes / Federal government / *Job satisfaction.

3-109

Milutinovich, Jugoslav S.

Black-white differences in job satisfaction, group cohesiveness, and leadership style. Human relations, 30:1079-1087, December 1977.

Descriptors: *Afro-Americans--Attitudes--Research / *Group dynamics / Job satisfaction--Comparative studies / *Leadership style / *Blue collar workers--Attitudes--Research / *Women--Attitudes--Research.

3-110

Taylor, James C.

Job satisfaction and quality of working life: a reassessment. Journal of occupational psychology, 50:243-252, no. 4 1977.

Descriptors: *Job satisfaction / *Quality of working life / Alienation / *Job satisfaction research--Evaluation.

JOB SEARCH

3-111 Ie438.5 .R31b

Reubens, Beatrice G.

Bridges to work; international comparisons of transition services. Montclair, N.J., Allanheld, Osmun, 1977. 275p. (Conservation of human resources, no. 3)

Descriptors: *Job search--Comparative studies / *Vocational counseling--Comparative studies / *Orientation--Comparative studies.

3-112 Ie135 .T37w

Thompson, Melvin R.

Why should I hire you? How to get the job you really want. New York, H. B. Jovanovich, 1977. 207p.

Cover title: How to get the job you really want! Why should I hire you?

Descriptors: *Job search--Handbooks, manuals, etc. / *Applications for positions / *Interviewing / Recruitment.

JOB SEARCH (Cont'd) Id224 .Un17s No. 202

3-113

U.S. Bureau of Labor Statistics.

The extent of job search by employed workers, by Carl Rosenfeld. Washington, U.S. Govt. Print. Off., 1977. 6p. (Special labor force report no. 202)

Reprinted with appendix from: Monthly Labor Review, March 1977, p. 58-62.

Descriptors: *Labor mobility--Statistics / *Job search / Career patterns / Job search--Methods / Job satisfaction / Age / Sex / Labor turnover.

LABOR FORCE

3-114 Id224 .Un17s 1976

U.S. Bureau of Labor Statistics.

Students, graduates, and dropouts in the labor market, October 1976. Washington, U.S. Govt. Print. Off., 1977. 21p.

Reprint from: Monthly Labor Review, July 1977, with supplementary tables.

Descriptors: *College students--Employment / *Youth--Employment / *College graduates--Employment / *Unemployed / *Minority groups--Employment.

LABOR-MANAGEMENT RELATIONS

3-115 Ie621 .An2L

Anderson, Arvid.

The labor-management crisis and conflict resolution in New York City. Ithaca, N.Y., Cornell University, New York State School of Industrial and Labor Relations, 1975. 14p. (Occasional paper no. 10)

Descriptors: *New York (City) / Conflict resolution / *Collective bargaining / *Municipal finance / Labor contracts / Municipal employees--Pay.

3-116 S/C

Arbitration awards in Federal sector public employment: the compelling need standard of appellate review. Brigham Young University law review, 1977:429-446, no. 2 1977.

Descriptors: *Binding arbitration / *Grievance arbitration / *U.S. Federal Labor Relations Council / Federal government.

3-117

Block, Richard N.

Legal and traditional criteria in the arbitration of sex discrimination grievances. Arbitration journal, 32:241-255, December 1977.

Descriptors: *Sex discrimination / *Grievance arbitration / Maternity leave / Position classification / Equal opportunity in employment--Law and legislation / Arbitrators.

3-118

Bowlby, Roger L. and William R. Schriver.

Bluffing and the "split-the-difference" theory of wage bargaining. Industrial and labor relations review, 31:161-171, January 1978.

Descriptors: *Tennessee Valley Authority / *Collective bargaining--Theory / *Pay / Negotiation / Federal government.

3-119

Boxx, W. Randy and Michael J. Shershin, Jr.

The supervisor: a key to improving union-management relations. Supervision, 40:4-6, January 1978.

Descriptors: *Supervisors--Responsibilities / *Labor-management relations / Labor contract--Administration / Industrial relations / *Grievances--Procedures.

3-120
Gordon, Benjamin E., Samuel Leiter and Herbert L. Turney.
A guide to collective bargaining with police and fire employees in Massachusetts. Boston, Massachusetts League of Cities and Towns, 1977. 62p.
Descriptors: *Scope of bargaining--Cases / *Scope of bargaining--Decisions / *Collective bargaining unit--Cases / *Collective bargaining unit--Decisions / Police--Collective bargaining / Fire fighters--Collective bargaining / Massachusetts / Municipal government.

3-121
Helburn, I. B.
More of everything you always wanted to know about public employee bargaining in Texas--but were afraid to ask. Journal of collective negotiations in the public sector, 6:347-366, no. 4 1977.
Descriptors: *Texas / Municipal employees / *Collective bargaining / *Labor-management relations--Law and legislation / *Unions.

3-122
Interest arbitration and the NLRB: a case for the self-terminating interest arbitration clause. Industrial relations law digest, 20:81-87, Fall 1977.
Descriptors: *Contract arbitration--Decisions.

3-123
Kovach, Kenneth A.
Federal employee unionism: an overview. Journal of collective negotiations in the public sector, 6:287-301, no. 4 1977.
Descriptors: *Unions / Federal employees / *Collective bargaining--Law and legislation / *Unions--History.

3-124
McCloskey, Margie R. and Richard S. Rubin.
Union security in the public sector: types, problems, trends. Journal of collective negotiations in the public sector, 6:303-314, no. 4 1977.
Descriptors: *Union security / Union security--Evaluation / State government / Labor contracts / Union security--Methods / Civil service / Civil rights.

3-125
Martin, James E.
Joint labor-management meetings in the Federal government: results from six sites. Journal of collective negotiations in the public sector, 6:275-285, no. 4 1977.
Descriptors: Federal government / *Collective bargaining / *Works councils--Case studies / *Works councils--Evaluation / Labor contracts.

3-126
Miller, Ronald L.
Preparations for negotiations. Personnel journal, 57:36-39, January 1978.
Descriptors: *Negotiation--Planning / *Collective bargaining--Planning / Negotiators.

3-127
Mossberg, Walter S.
Labor seeks job security in 1978 talks, but firms push for increased productivity. Wall Street journal, 191:30, January 27, 1978.
Descriptors: *Job security / U.S. Postal Service / Local government / Federal government / *Collective bargaining.

LABOR-MANAGEMENT RELATIONS (Cont'd)

3-128 S/I

Public sector collective bargaining and sunshine laws--a needless conflict. William and Mary law review, 18:159-180, Fall 1976.

Descriptors: *Collective bargaining--Law and legislation / *Freedom of information / State government / *Exclusive bargaining rights--Cases / *Negotiation / Civil rights / Local government.

3-129

Stein, Bruno.

Management rights and productivity. Arbitration journal, 32:270-278, December 1977.

Descriptors: Labor contract / *Management rights / *Productivity / *Arbitration.

3-130

Swanson, Charles R., Jr.

A typology of police collective bargaining employee organizations. Journal of collective negotiations in the public sector, 6:341-346, no. 4 1977.

Descriptors: *Police--Collective bargaining / *Unions / *Collective bargaining unit.

3-131 Ie623 .Un35f 1977

U.S. Civil Service Commission.

FED facts on Federal labor relations. Prepared by Office of Public Affairs. Washington, U.S. Govt. Print. Off., 1978. Leaflet. (FED facts 15)

Descriptors: *Labor-management relations / Federal government / Unions--Recognition / Unfair labor practices.

3-132 Ie623 .Un513r

U.S. Federal Labor Relations Council.

Report of the ... January 1970-December 1976. Washington, U.S. Govt. Print. Off., 1977. 90p.

Descriptors: *U.S. Federal Labor Relations Council--History / *Labor-management relations / *Appeals--Decisions / Federal government.

LABOR TURNOVER

3-133 Ie698 .P93s

Price, James L.

The study of turnover. Ames, Iowa State University Press, 1977. 160p.

Descriptors: *Labor turnover--Research / Literature reviews / State-of-the-art reviews.

LEADERSHIP

3-134

Reddin, W. J.

An integration of leader-behavior typologies. Group & organization studies, 2:282-295, September 1977.

Descriptors: *Leadership styles / *Executive effectiveness.

MANAGEMENT

3-135

Love, Sydney F.

Making project management work in government. Optimum (Canada), 8:48-57, no. 4 1977.

Descriptors: *Project management--Case studies / *Canada--Civil service.

MANAGEMENT BY OBJECTIVES Id22 .M83m 1977

3-136
Morrisey, George L.
Management by objectives and results for business and industry. 2d ed. Reading, Mass., Addison-Wesley Pub. Co., 1977. 252p.
Previous edition entitled: Management by objectives and results.
Descriptors: *Management by objectives.

3-137
Steers, Richard M. and Daniel G. Spencer.
Achievement needs and MBO goal-setting. Personnel journal, 57:26-28, January 1978.
Descriptors: Management by objectives--Evaluation / *Goal setting / *Management by objectives--Administration / *Achievement motivation / Simulation methods.

MINORITY GROUPS--EMPLOYMENT

3-138 Ie154.5 .Un35L
U.S. Civil Service Commission.
A list of speakers on issues concerning Hispanic women; with an appendix on practical suggestions for Federal agencies on dealing with the special employment needs of Hispanic women. Prepared by Spanish Speaking Program. Washington, U.S. Govt. Print. Off., 1977. 38p. (SSP-77)
Includes glossary of terms.
Descriptors: *Spanish-speaking Americans--Employment / *Women--Employment / *Lecturers--Directories / Federal government.

MOTIVATION

3-139
Leavitt, Steward B.
Just what do you expect to buy with pay & benefits? Pension world, 13:41-45, December 1977.
Descriptors: *Motivation--Methods / *Need satisfaction / *Feedback (Psychology) / Recreation.

3-140
Motivation theories. Training, 15:54-55, January 1978.
Descriptors: *Motivation theory.

OCCUPATIONS AND OCCUPATIONAL CHOICE

3-141 Ie438 .W89B21w
Ball State University. Bureau of Business Research.
Word processing career opportunities, comp. by Kathleen P. Wagoner. Muncie, Ind., 1977. 40p.
Descriptors: *Word processing personnel--Career opportunities / *Job descriptions / Federal government.

3-142
Damron, Herbert C.
Certified professionals in public purchasing. Office, 87:96+, January 1978.
Descriptors: *Purchasing agents / Purchasing, Government--Societies / *Certification.

3-143
Goodrich, Elizabeth A.
The merging role of the administrative secretary. Management world, 7:8-9+, January 1978.
Descriptors: *Secretaries / *Administrative assistants.

OLDER WORKER

3-144 S/I

Calille, Albert.

Three developing issues of the Federal Age Discrimination in Employment Act of 1967. Journal of urban law, 54:431-463, Winter 1977.

Descriptors: *Age discrimination--Cases / *Older worker--Employment / *Labor costs.

3-145 Ie156 .Un365a

U.S. Commission on Civil Rights.

The age discrimination study; a report of the.... Washington, U.S. Govt. Print. Off., 1978. 112p.

Descriptors: *Age discrimination / *Older worker--Employment / *Age discrimination--Research / Federal government.

ORGANIZATIONS

3-146

Frye, Nelson, George Seifert and Joseph P. Yaney.

Organizational change through feedback and research (OD) efforts. Group & organization studies, 2:296-309, September 1977.

Descriptors: *Change, Organizational Research / *Organizational development--Research / Feedback (Psychology) / *Organization development--Evaluation / Corporate reorganizations.

3-147 Id72 .N42n

New perspectives on organizational effectiveness, comp. by Paul S. Goodman and Johannes M. Pennings. San Francisco, Jossey-Bass, 1977. 275p.

Descriptors: *Organizational effectiveness--Addresses, essays, lectures / *Organizational effectiveness--Research.

3-148 Id92 .R81c

Roy, Robert H.

The cultures of management. Baltimore, Md., Johns Hopkins University Press, 1977. 431p.

Partial contents: The modern corporation; Governmental organizations; Labor organizations; Academic and other organizations; Ability and aptitude measurement: human engineering.

Descriptors: *Organizations / *Organizational behavior / *Tests / Technology / Unions / Universities and colleges--Administration / Public administration.

ORIENTATION

3-149

May, Bess R.

Breaking in the brand new worker. Supervision, 40:19-20, January 1978.

Descriptors: *Orientation / *Supervisors--Responsibilities.

PARTICIPATIVE MANAGEMENT

3-150

Batt, William L., Jr. and Edgar Weinberg.

Labor-management cooperation today. Harvard business review, 56:96-104, January-February 1978.

Descriptors: *Works councils / *Industrial democracy / *Scanlon plan.

PARTICIPATIVE MANAGEMENT (Cont'd)

3-151 HD6508 .B74b

Breakthroughs in union-management cooperation; report of a conference...New York, Oct. 20-21, 1976, ed. by Joseph A. Loftus and Beatrice Walfish. New York, Work in American Institute, 1977. 49p.

Sponsored by Work in American Institute, Inc. and U.S. National Center for Productivity and Quality of Working Life.

Descriptors: *Participative management--Conferences / *Participative management--Case studies / Scanlon plan / Conflict resolution / Industrial relations.

3-152

Gardner, Godfrey.

Workers' participations: a critical evaluation of Coch and French. Human relations, 30:1071-1078, December 1977.

Descriptors: *Participative management--Research / *Personnel research--Evaluation.

3-153

Northrup, Herbert R.

Worker participation; industrial democracy or union power enhancement? Vital speeches of the day, 44:184-187, January 1, 1978.

Speech delivered at the 64th National Foreign Trade Council, New York, N.Y., November 14, 1977.

Descriptors: *Participative management / *Unions.

PERFORMANCE EVALUATION

3-154

Haynes, Marion G.

Developing an appraisal program. Personnel journal, 57:14-19, January 1978.

Descriptors: *Performance evaluation / *Performance evaluation--Methods / Discrimination.

3-155

Robinson, James C. and Linda C. Robinson.

Modeling techniques applied to performance feedback and appraisal. Training and development journal, 32:48-53, January 1978.

Descriptors: *Performance evaluation--Methods / Feedback (Psychology) / Goal setting / *Supervisors--Responsibilities.

PERSONNEL ADMINISTRATION

3-156 S/I

Bugaeff, Alexis V.

The status of personnel management in Connecticut municipal government. Connecticut government, 30:1-7, Winter 1977.

Descriptors: *Personnel administration--Evaluation / *Personnel departments--Statistics / *Connecticut / Municipal government.

3-157 Ie13 .L62p 1976

Life Office Management Association.

Proceedings of the personnel forum, Chicago, Illinois, April 12-14, 1976. New York, 1976. 67p.

Descriptors: *Personnel administration--Conferences / Compensation administration / Electric data processing personnel / Management theory / Work measurement / Invasion of privacy / Personal development / Women.

PERSONNEL ADMINISTRATION (Cont'd)

3-158 Ie11 .M16m

McFarland, Walter B.

Manpower cost and performance measurement. New York, National Association of Accountants, 1977. 114p.

Descriptors: *Human resource accounting--Research / *Human resource accounting--Methods / Labor costs / Workforce planning / Engineers--Workforce planning / Motivation / Productivity measurement.

PERSONNEL POLICIES

3-159 Ie122.9 .Un35p 1977

U.S. Civil Service Commission.

Personnel policies and practices. Prepared by The Library. Washington, U.S. Govt. Print. Off., 1977. 45p. (Personnel bibliography series no. 89)

Descriptors: *Career staffing--Bibliography / Federal government / Civil service / *Tests--Bibliography / College graduates--Recruitment / *Interviewing--Bibliography / *Performance evaluation--Bibliography / *Promotion--Bibliography / Communication in personnel management--Bibliography / *Veterans--Employment--Bibliography / *Personnel policies--Bibliography.

POSITION CLASSIFICATION

3-160 S/C

Sawyer, Kathy.

The watch on job grades; classifiers 'bad guys' to Federal workers. Washington post, p.A1+, February 13, 1978.

Descriptors: *Position classification / *Position classifiers / Federal government.

PRODUCTIVITY

3-161 Ie608.9 .Un35i

U.S. Civil Service Commission.

Productivity and the quality of working life. Prepared by The Library. Washington, U.S. Govt. Print. Off., 1977. (Personnel bibliography series no. 86)

Descriptors: *Management by objectives--Bibliography / *Participative management--Bibliography / Job enrichment--Bibliography / *Quality of working life--Bibliography / Organizations--Bibliography / Productivity improvement--Methods / Motivation--Bibliography / *Job satisfaction--Bibliography / *Productivity--Bibliography / Productivity improvement--Bibliography / Federal government / Suggestion systems--Bibliography / Job design--Bibliography / Job enlargement--Bibliography.

PROFESSIONAL EMPLOYEES

3-162

Richards, James M., Jr. and Gary D. Gottfredson.

Geographic distribution of U.S. psychologists. American psychologist, 33:1-9, January 1978.

Descriptors: *Psychologists--Workforce planning / Social workers / Psychiatrists / *Demographic characteristics--Research / *Demographic characteristics--Comparative studies.

3-163

Wendt, George R.

Hiring unemployed professionals. Personnel journal, 57:40-42+, January 1978.

Descriptors: *Professional employees--Characteristics / *Unemployed--Psychology / *Interviewing.

3-164

Yarmolinsky, Adam.

What future for the professional in American society? Daedalus, 107:159-174, Winter 1978.

Descriptors: *Professional employees / *Professions--Standards / *Professional employees--Characteristics / *Futures (of society) / Professional employees--Selection / Paraprofessionals / Unions.

PROMOTION

3-165 Ie371 .Un35fe 1977

U.S. Civil Service Commission.
FED facts on the Federal merit promotion policy. Prepared by Office of Public Affairs. Washington, 1977. Leaflet. (FED facts 5)
Descriptors: *Federal merit promotion program / *Promotion / Federal government.

PUBLIC ADMINISTRATION

3-166

Nelson, Michael.
Bureaucracy: the biggest crisis of all. Washington monthly, 9:50-59, January 1978.
Descriptors: *Bureaucracy / Federal government.

3-167

Special report: bureaucracy. Administrative management, 39:27-42, January 1978.
Contents: [Our view of bureaucracy], (Editorial), by Walter A. Kleinschrod; Bureaucracy: the excesses set too high a price, by Victor Lederer; Government reorganization: how real? by Walter A. Kleinschrod; Bureaucracy: there's hope for better management; Reform at the county level, by Loren S. Kennedy; Coping with business' own bureaucracies, by David K. Lindo; Managers say: to reform the system make it accountable, by Victor Lederer.
Descriptors: *Bureaucracy / Administrative agencies / *Reorganization plans / *Public administration / Paperwork management / Federal government / State government / County government / Change, Resistance to / *Management accountability.

PUBLIC SERVICE EMPLOYMENT

3-168 Ic204 .H15e

Hallman, Howard W.
Emergency employment; a study in federalism. University, Ala., University of Alabama Press, 1977. 207p.
Descriptors: *Public service employment--Administration / *Public service employment--Case studies / *Public service employment--Law and legislation.

REDUCTION IN FORCE

3-169 Ie658 .Un35fe 1977

U.S. Civil Service Commission.
FED facts on reductions in force in Federal agencies. Prepared by Office of Public Affairs. Washington, U. S. Govt. Print. Off., 1977. Leaflet. (FED facts 13)
Descriptors: *Reduction in force / *Employee outplacement / Federal government.

RELOCATION

3-170 S/C

Ross, Nancy L.
Helping employees move; relocation firms cash in on corporate transfers. Washington post, p. D1, February 11, 1978.
Descriptors: *Relocation / Housing, Employee.

RETIREMENT

3-171 Ie708.3 B89p

Bureau of National Affairs, Inc.
Pension plans & the impact of ERISA. Prepared by Mary G. Miner. Washington, 1977. 47p. (Personnel policies forum survey no. 119)
Descriptors: *Retirement benefits--Statistics / *Pensions--Statistics / *Retirement--Forms / Retirement--Mandatory / Retirement--Early / Retirement--Disability.

RETIREMENT (Cont'd)

3-172 Ie154 .F66w

Flowers, Marilyn R.
Women and social security: an institutional dilemma. Washington, American Enterprise Institute for Public Policy Research, 1977. 41p.
Descriptors: *Women--Employment / *Women--Pay / *Social security / Survivors' benefits.

3-173

Perham, John C.
Executive pensions: bigger and much costlier. Dun's review, 111:81-83, February 1978.
Descriptors: *Executives--Fringe benefits / *Pensions / Pensions--Statistics / Pensions--Costs.

3-174 HD7124 .Un89y 1977

U.S. Social Security Administration.
Your social security rights and responsibilities; retirement and survivors benefits. Baltimore, 1977. 18p.
Descriptors: *Social security--Handbooks, manuals, etc. / Survivors' benefits / Income.

SAFETY

3-175

Adams, N. L. and N. M. Hartwell.
Accident-reporting systems: a basic problem area in industrial society. Journal of occupational psychology, 50:285-298, no. 4 1977.
Descriptors: *Accidents / *Reports--Preparation / *Information systems.

SCIENTISTS AND ENGINEERS

3-176 S/I

Placement highlights, 1977. Engineering manpower bulletin (Engineering Manpower Commission) , p. 1-6, December 1977.
Descriptors: *Engineers--Employment / *Engineering aides--Employment / *Engineers--Pay / *Engineering aides--Pay / Degrees, Academic.

SUPERVISION

3-177 Id32 .H12s 1977

Haimann, Theo and Raymond L. Hilgert.
Supervision: concepts and practices of management. 2d ed. Cincinnati, South-Western Pub. Co., 1977. 373p.
Descriptors: *Supervision--Textbooks / *Supervisors--Responsibilities--Textbooks / *Supervision--Problems, exercises, etc.

3-178

Six supervisors talk about supervision, Part 1: What makes a good supervisor? Supervisory management, 23:2-15, January 1978.
Descriptors: *Supervision--Conferences / *Supervisors--Attitudes.

3-179 Ie491.5 .Un35s 1977

U.S. Civil Service Commission.
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Descriptors: *Supervisors--Responsibilities / Youth--Summer employment / Disadvantaged youth--Employment / *Youth--Supervision / Federal government / *Youth--Characteristics.

SUPERVISION (Cont'd)

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When the boss isn't doing his job -- interview with Alfred J. Marrow, industrial psychologist. U.S. news & world report, 84:75-76, February 13, 1978.

Descriptors: *Supervision / *Human relations.

SUPERVISORS

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Cochran, Terry L.

Development and compensation of systems supervisors. Journal of systems management, 29:14-17, January 1978.

Descriptors: Electronic data processing personnel / *Supervisors--Abilities / Supervisors--Responsibilities / *Supervisors--Evaluation / Supervisors--Pay.

3-182

Pollock, Ted.

Mind your own business. Supervision, 40:7-9, January 1978.

Descriptors: *Supervisors--Responsibilities / *Grievances / Human relations.

3-183

Walker, Robert L. and James W. Robinson.

The first-line supervisor's role in the grievance procedure. Arbitration journal, 32:279-292, December 1977.

Descriptors: *Supervisors--Characteristics / *Grievances--Research / *Leadership style.

3-184

Weiss, W. H.

Better communications: better productivity. Supervision, 40:1-2, January 1978.

Descriptors: *Productivity improvement / *Communication in personnel management / *Supervisors--Responsibilities.

TESTS

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Berger, Brigitte.

A new interpretation of the I.Q. controversy. Public interest, p. 29-44, Winter 1978.

Descriptors: *Tests, Mental--Evaluation / *Intelligence levels / Afro-Americans--Discrimination / Socialization / Age / Family (Sociological unit).

3-186 E184.5 .C43c

Chicano psychology, ed. by Joe L. Martinez, Jr. New York, Academic Press, 1977. 367p.

Partial contents: Identifying the gifted Chicano child, by Jane R. Mercer; Psychological testing and the Chicano: a reassessment, by Esteban L. Olmedo; Intelligence testing: quotients, quotas, and quackery, by John Garcia.

Descriptors: *Mexican Americans--Tests / *Mexican Americans--Psychology / Bilingualism--Addresses, essays, lectures / Mexican Americans--Addresses, essays, lectures / Tests, Culture free.

3-187 Ie176 .Un35c

U.S. Civil Service Commission.

The case for written tests in Federal employment. Prepared by Bureau of Policies and Standards, Personnel Research and Development Center. Washington, U.S. Govt. Print. Off., 1977. 10p. (PS-77-2)

Articles reprinted from the Civil Service Journal.

Descriptors: *Tests--Addresses, essays, lectures / *Test validity / *Tests--Scoring / Federal government.

TESTS (Cont'd)

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U.S. Civil Service Commission.
The definition and measurement of reasoning. Prepared by Lois C. Northrop, Personnel Research and Development Center, Bureau of Policies and Standards. Washington, U.S. Govt. Print. Off., 1977. 26p. (Technical memorandum 77-10)
Descriptors: *Reasoning--Tests / *Reasoning--Research.

3-189 Ie236.9 .Un35de

U.S. Civil Service Commission.
The definition and measurement of verbal comprehension. Prepared by Lois C. Northrop, Personnel Research and Development Center, Bureau of Policies and Standards. Washington, U.S. Govt. Print. Off., 1977. 10p. (Technical memorandum 77-11)
Descriptors: *Verbal ability--Tests / *Test items.

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U.S. Civil Service Commission.
Documentation of the constructs used in test 700 (Federal Service Entrance Examination). Prepared by Lois C. Northrop, Personnel Research and Development Center, Bureau of Policies and Standards. Washington, U.S. Govt. Print. Off., 1977. 14p. (Technical memorandum 77-12)
Descriptors: *Federal Service Entrance Examination / *Tests--Research / Verbal ability / Mathematical ability.

3-191 Ie236.9 Un35

U.S. Civil Service Commission.
Experimental item types to measure judgment. Prepared by Lois C. Northrop, Personnel Research and Development Center, Bureau of Policies and Standards. Washington, 1977. 8p. (Technical memorandum 77-14)
Descriptors: *Judgment--Tests / *Test items / *Test--Research / Professional and Administrative Career Examination.

3-192 Ie202 .Un35i

U.S. Civil Service Commission.
Item types used in numbered tests for Federal employment developed by the U.S. Civil Service Commission. Prepared by Dorothy E. Lowry, Test Services Section, Personnel Research and Development Center, Bureau of Policies and Standards. Washington, 1977. 19p. (Technical memorandum 77-3)
Descriptors: *Test items / Federal government.

3-193 Ie236.9 .Un35L

U.S. Civil Service Commission.
A logical approach to the testing of deductive and inductive abilities. Prepared by Magda Munoz-Colberg, Test Services Section, Personnel Research and Development Center, Bureau of Policies and Standards. Washington, 1977. 32p. (Technical study 77-7)
Descriptors: *Reasoning--Tests / *Reasoning--Research.

TRAINING

3-194

Maginn, Michael D.
Training in Japan: what we can learn from them. Training, 15:59-62, January 1978.
Descriptors: *Japan / *Training--Theory / Training--Methods / Recreation / Industrial sociology / *Socialization / Orientation.

TRAINING (Cont'd)

3-195

Matthews, Bonnye L. and Virginia S. Lincoln.
Try S.T.A.R.T.: the Systematic Training Aid Resource Tool. Training, 15:32-33, January 1978.
Authors are with the Seattle Regional Training Center.
Descriptors: *Teaching--Aids and devices--Evaluation.

3-196

Smith, Judson.
How to choose audio and video tape and cassettes that best fit your needs. Training, 15:43-44+, January 1978.
Descriptors: *Phonotapes--Evaluation / *Video tape recorders and recording--Evaluation.

TRAINING ADMINISTRATION

3-197

Scherer, William T.
How to get management's commitment for training. Training and development journal 32:3-8, January 1978.
Descriptors: Executives--Attitudes / Training planning / *Training administration / Training departments / Organizational structure / *Training directors--Responsibilities / *Executives--Responsibilities.

3-198 Ie418.2 .Un35s

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A survey of state and local training needs in technical areas of personnel selection. Prepared by Francis L. Harmon and William B. Owen, State and Local Section, Personnel Research and Development Center, Bureau of Policies and Standards. Washington, 1977. 17p. (Technical memorandum 77-21)
Descriptors: *Training needs analysis / State government / Local government / *Selection--Study and teaching.

3-199

Wright, Chester.
A capital investment. Civil service journal, 18:36-40, January-March 1978.
Descriptors: *Training administration / *Training evaluation / Federal employees--Training.

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Cost effectiveness: a model for assessing the training investment. Training and development journal, 32:24-27+, January 1978.
Descriptors: *Training evaluation / Training cost / *Cost-effectiveness analysis / Simulation methods / *Cost-benefit analysis.

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Tansik, David A. and John D. Driskill.
Temporal persistence of attitudes induced through required training. Group & organization studies, 2:310-323, September 1977.
Descriptors: *Afro-Americans--Attitudes toward / *Supervisors--Attitudes / *Transfer of training / Attitude change / *Supervisors--Training--Evaluation / *Human relations training--Evaluation.

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Cooper, Cary L.

Adverse and growthful effects of experiential learning groups: the role of the trainer, participant, and group characteristics. Human relations, 30:1103-1129, December 1977.

Descriptors: *Small groups / *Group training--Research / *Group training--Psychological aspects / *Human relations training--Research / Personality / *Human relations training--Psychological aspects / *Training officers--Characteristics / *Transfer of training--Evaluation.

3-203 Ie424 .Un35m

U.S. Civil Service Commission.

Managerial and supervisory training techniques and methods. Prepared by Bureau of Training. Washington, 1977. 45p.

Written at the request of the Interagency Advisory Group Committee on Development and Training.

Descriptors: *Training methods / *Executives--Training--Methods / *Supervisors--Training--Methods.

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Babyak, Blythe.

All the President's women. New York times magazine, p. 11, January 1978.

Descriptors: Federal government / *Women lawyers--Employment / *Cabinet officers / *Women political executives--Selection.

3-205

Cochran, Judith.

How do women administrators view job satisfaction and discrimination? National Association for Women Deans, Administrators and Counselors journal, 41:67-68, Winter 1978.

Descriptors: *Women executives--Attitudes / *Job satisfaction / *Women--Discrimination.

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Gaias, Elfriede.

You: the female supervisor in the male environment. Secretary, 38:14-16, January 1978.

Descriptors: *Women supervisors / *Orientation / Role conflict / Adjustment (Psychology).

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Grossman, Allyson S.

Children of working mothers, March 1977. Monthly labor review, 101:30-33, January 1978.

Descriptors: *Mothers--Employment--Statistics / *Children of working parents / Family (Sociological unit).

3-208

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Women office employees; selection and satisfaction. Secretary, 38:10+, January 1978.

Descriptors: Fringe benefits / *Secretaries / *Job satisfaction / *Qualifications / Office workers--Selection.

3-209 M-Film

McCuen, Barbara A.

Psychological attributes of male and female students in a collegiate business school potentially affecting their relative advancement to managerial positions. Ann Arbor, Mich., University Microfilms, 1977. 286p.

Doctoral dissertation, Iowa State University, 1977. Abstracted in Dissertation Abstracts International, vol. 38, no. 2, August 1977, p. 894-A.

Descriptors: *Women--Characteristics--Research / *Women--Attitudes toward / *Women college students--Characteristics / Management potential.

3-210

Molloy, John T.

Woman in a suit means business. Secretary, 38:12-13+, January 1978.

Descriptors: *Work clothes / *Women employees / *Success in employment.

3-211

Present, Phillip E. and Dalmas H. Nelson.

Changing aspirations of women toward government careers and related graduate education. National Association for Women Deans, Administrators and Counselors journal, 41:77-80, Winter 1978.

Descriptors: *Women college graduates--Attitudes / *Women college students--Attitudes / *Government service as a career / *Universities and colleges--Graduate work / Federal government / Local government / State government / Women professional employees--Employment / Women executives--Employment.

3-212

Rich, Les.

Hardhatted women in construction. Worklife, 3:14-20, February 1978.

Descriptors: *Women--Training / *Women--Employment / *Women--Career opportunities--Directories / *Construction workers / *Women--Attitudes toward / Contractor personnel / Affirmative action / *Apprenticeship.

3-213

Rivchun, Sylvia.

Self-assessment: first step to taking charge of your working life. Women's work, 4:11-15, January-February 1978.

Descriptors: *Self-evaluation / *Women--Career planning / *Vocational counseling / Self-evaluation--Bibliography.

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Schwindt, Helen D.

All the President's women... Ms., 6:50+, January 1978.

Descriptors: Federal government / *Women lawyers--Employment / *Women political executives--Selection / *Cabinet officers.

3-215

A woman in the boardroom; an interview with Joan Ganz Cooney. Harvard business review, 56:77-86, January-February 1978.

Descriptors: *Women executives--Attitudes / *Women--Attitudes toward / Directors of corporations.

WORK LIFE

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Frew, David R.

Management of stress; using Tm at work. Chicago, Nelson-Hall, 1977. 235p.

Descriptors: *Work--Psychological aspects / *Transcendental meditation / *Organizational behavior / Quality of working life / Productivity / Job satisfaction.

3-217 Id72 .H35p

Heaton, Herbert.

Productivity in service organizations; organizing for people. New York, McGraw-Hill, 1977. 233p.

Author is comptroller, Rockefeller Foundation.

Descriptors: *Organizational behavior--Social aspects / *Industrial sociology / Quality of working life / Career staffing / *Personnel administration--Social aspects / Executives--Attitudes / *Service industries--Administration / Human relations / *Educational administration / Productivity measurement / Public interest / Organizational effectiveness / *Administrative agencies--Administration / Negotiation / Retirement.

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Descriptors: *Work values / *Civil rights / *Quality of working life / *Labor force--History / *Labor force--Characteristics / Afro-Americans--Employment / Unions / Fringe benefits / Collective bargaining / Women--Employment.

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U.S. Employment and Training Administration.

200 years of American worklife. Washington, U.S. Govt. Print. Off., 1977. 192p.

Collection of articles from Worklife magazine (January-December 1976).

Descriptors: *Quality of working life--Addresses, essays, lectures / *Labor and laboring classes--History.

YOUTH

3-220

Congdon, Sharon K. and Robin Lally.

An early look at summer jobs '78. Women's work, 4:25-28, January-February 1978.

Descriptors: *Youth--Summer employment / Federal government / Internship.

3-221

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Descriptors: *Work-study programs / Education, Secondary / Youth.

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Descriptors: *Youth--Summer employment / *Student employment / *Disadvantaged youth--Employment / Federal government.

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